



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

Office of the Schools Division  
Superintendent

DEC 13 2021

**DIVISION MEMORANDUM**  
NO. 332, s. 2021

**VIRTUAL ORIENTATION ON ENHANCED MONITORING, EVALUATION AND  
ADJUSTMENT (MEA) PROCESSES**

To: CID & SGOD Chiefs  
Public Schools District Supervisors  
Division Internal M & E Focal Persons and Validators  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation Unit – School Governance and Operations Division will conduct the **Virtual Orientation on Monitoring, Evaluation and Adjustment (MEA) Processes** using a Google Meet platform on the following schedules:

Date/ Time	District
Dec. 22, 2021 (8:30 a.m. – 12 p.m.)	Elementary Schools: Kabankalan I and II
Dec. 22, 2021 (1:30 p.m. – 5:00 p.m.)	Elementary Schools: Kabankalan III and V
Dec. 23, 2021 (8:30 a.m. – 12 p.m.)	Elementary Schools: Kabankalan IV
Dec. 23, 2021 (1:30 p.m. – 5:00 p.m.)	All Secondary Schools

2. This activity aims to orient the participants on the enhanced MEA processes specifically on the following:

- a. data gathering;
- b. data validation and guidelines;
- c. data presentation and analysis;
- d. crafting recommended actions;
- e. terms of reference of school internal M & E focal persons; and
- f. conduct of post MEA conference

3. The participants to this activity are School Management, Monitoring and Evaluation (SMME) personnel, Division Internal M & E Focal Persons & Validators, Public Schools District Supervisors, and School Internal M & E Focal Person & Validator.

4. Immediate dissemination of and compliance with this Memorandum are desired.

**LEA C. BELLEZA, EdD**  
Education Program Supervisor  
OIC, Asst. Schools Division Superintendent  
In-charge of the Division

